



## Job Posting — Legislative Service Bureau

# Legal Services Assistant

**DEPARTMENT:** Legislative Service Bureau

**STATUS:** Full-Time

**HOURS:** 37.5 hours per week / 8:30 a.m. to 5:00 p.m. / Monday – Friday

**MINIMUM SALARY:** \$16.73 hourly / \$32,749 annually (Pay Range E on Legislative Council Salary Scale)

**APPLICATION PERIOD:** Begins July 17, 2013. Ends at 5:00 p.m. on August 1, 2013

**JOB LOCATION:** Legal Division, Boji Tower – 3rd Floor, 124 W. Allegan Street, Lansing, MI

### GENERAL DESCRIPTION OF JOB DUTIES

Following established guidelines and procedures, the individual in this position provides a unique service to legal attorneys and the Michigan Legislature by typing, formatting, and processing legislative documents using a customized software program in Microsoft Word. Performs specific job duties and other support services functions as bill documents move through the legislative process. This individual also performs general office tasks, such as photocopying, typing correspondence and other materials for attorneys, entering document changes, and maintaining various filing and recordkeeping systems. Individual works under the direction of the Support Services Section Manager.

### REQUIRED EDUCATION

High School Graduate or possession of GED Certificate required.

### EXPERIENCE/OTHER REQUIREMENTS

Minimum of three years' secretarial/clerical work experience in an office setting required. Intermediate-level proficiency in Microsoft Office® required, including experience with database entry and use. Strong interpersonal and organizational skills required. Knowledge of the legislative process and bill drafting terminology desired. Candidate should possess a high level of initiative, have strong customer service skills, be able to work independently, exhibit a team-oriented approach, and have the ability to perform multiple tasks and work accurately under time constraints. Equivalent combination of education and experience of above acceptable.

### HOW TO APPLY

Only online applications are being accepted through the State's NEOGOV system at <http://agency.governmentjobs.com/michigan/default.cfm>. For full consideration, candidates must attach two additional items in their online application: 1) Cover letter outlining qualifications & interest, and 2) Resume.

Current Legislative Council employees who wish to apply should contact the LSB Human Resources Office at [humanresources@legislature.mi.gov](mailto:humanresources@legislature.mi.gov) or call 3-9643.

### ADDITIONAL REQUIREMENTS AND INFORMATION

Employees must be willing and able to work overtime as required for legislative session work, including evenings, weekends and holidays.

The Legislative Service Bureau is a nonpartisan, legislative information and service agency. All employees are unclassified, at-will employees, except for Print Shop union members. LSB employees are required to maintain confidentiality and be non-partisan.

For questions, call the LSB Human Resources Office at 517-373-9643.

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The Legislative Council accepts resumes and applications for employment only for current position vacancies. The Legislative Council is an Equal Opportunity Employer. Michigan law prohibits discrimination based on religion, race, color, national origin, age, sex, marital status, height, weight, arrest record or handicap. If an accommodation is needed during the application process, please call the LSB Human Resources Office.